

SUPPLEMENT 1

GREAT BASIN 2008 INCIDENT MANAGEMENT TEAM OPERATING PLAN

A. Purpose and General Guidelines

1. Great Basin Incident Management Teams are developed and maintained through coordinated efforts of participating agencies primarily to serve Agency Administrators within the Area for the management of complex wildland fires. An analysis will be used to assist Agency Administrators in determining the type and complexity of each incident. This will be documented and used to match the appropriate management capability to the requirements of the incident and its potential.
2. Type 1 Teams represent the highest level of incident management expertise in the nation; they participate in a national rotation and may be mobilized to any kind of incident. Normally they are ordered and assigned to high complexity incidents involving multiple agencies or jurisdictions, complex logistical support needs over extended duration, high-level political involvement, and high risks to resources, public safety, or life/property. Type 1 Teams are staffed to be fully functional in all ICS sections, have expertise to manage complex air operations, and can expand to support numerous divisions and groups for extended periods of time.
3. Type 2 Teams are staffed to manage incidents complex enough to exceed the capabilities of a Type 3 Team, but of less complexity than would require a Type 1 Team. All ICS Command and General staff positions are occupied, but management experience is generally less than Type 1 Teams. They are best used for short duration incidents.
4. Fire Use Management Teams are designed to manage long-term wilderness or other fires in order to meet resource and management objectives that have been predefined by agencies. These teams are capable of developing a long-term risk assessment and use modified tactics to meet agency objectives with reduced required resources. The Fire Use Management teams will not be used for non-fire incidents.
5. When assigned, Great Basin Incident Management Teams serve Administrator(s) of a local administrative unit/jurisdiction or a group of units and will abide by the policies of the agencies for which service is being provided.
6. Teams will apply guidelines in the NWCG Fireline Handbook, National and Great Basin Mobilization Guides and other agency-specific operational policies to assure safe and effective management strategies and tactics.
7. Incident Commanders manage incidents to meet objectives prepared by an agency or group of agencies, which will be in the form of a Wildland Fire Situation Analysis or Wildland Fire Implementation Plan, and as specified in a delegation of authority from the local agency Administrator(s). This direction may be changed by updating the documents as conditions change.
8. Team Performance Evaluations will be completed by agency line officers for all incidents within their jurisdiction. Performance evaluation forms or narratives shall be completed and forwarded to the appropriate Great Basin Coordination Center within 14 days of the team closeout by the Incident Commander. The Coordination Center will forward evaluations to the Great Basin Operations Group chairperson.

B. Team Oversight and Evaluation

1. The Great Basin Coordinating Group is the decision body and provides oversight to the Incident and Fire Use Management Teams. The Great Basin Operations Committee provides recommendations to the Coordinating Group as well as provides logistical support including staffing for Great Basin Incident and Fire Use Management Teams.

2. Agencies responsible for incident closeouts will provide information to the Committees pertaining to team performance. IC's will notify the respective GACC who will then notify the operations chairs of close out schedules and locations. An overview of closeout issues will be prepared by the Operations chair and presented to the GBCG.

C. Team Member Qualifications and Selection

1. The primary goal of team selection is to place highly skilled individuals in positions for which they are qualified and for which they fit in a team concept. All team members must meet NWCG 310-1 qualifications. Successful completion of S-520 Advanced Incident Management is required for Type 1, S-420 is required for Type 2, and Fire Use Teams for the Command and General Staff positions.

2. Great Basin Type 1 pre-requisites are successful performance in a command or general staff position at the Type 2 level. This is required of all candidates for Type 1 command and general staff positions. All candidates for S-520 and S-420 must be assigned/perform as a trainee (task book initiated) on a Type 1 or Type 2 team prior to attending the course.

Type 1 IC's will have prior experience as a Type 2 IC on an organized geographical team. They will have had been an assigned member for at least one season.

The IC's of the Type 2 teams will be asked to send a list of potential trainee candidates for Type 1 trainee slots and S-520 to the chair GB Ops committee prior to the team selection meeting. This process will also be utilized for trainees on Type 2 teams prior to S-420.

3. Diversity of representation on teams is desired; this will be considered in team selection.
4. All Incident Commanders and Deputy IC's for the Great Basin management teams (Type 1, 2 and FUMT) will be selected by the Great Basin Coordinating Group, on recommendations from the Great Basin Operations Committee.
5. A standard set of selection factors and a rating and ranking criteria shall be utilized for selection of all Incident Commander positions.
6. Selection of Team members will be at a meeting of Team Incident Commanders and the Great Basin Operations Committee. Individuals who were not selected or are alternates will be forwarded to the GACC's for use as substitutes for future use.
 - a. The Great Basin Coordinating Group should discuss the issue of AD's on Incident Management Teams. If IC's want to use AD's on their team for any position, then approval would need to be granted by the GBCG/GBOC prior to placing the individual in the team position.
 - b. If approved, the AD's **should** have a trainee assigned to the position whenever possible.
 - c. A list of all positions that have AD's assigned to them due to the lack of agency qualified positions will be provided to the GBCG.
 - d. It is recommended that all AD's assigned to a team attend the annual team meeting to receive training on the current agency policy changes.
7. Individuals may be assigned to only one Incident Management team at a time.
8. The IC's will provide standardized team rosters to the respective Coordination Centers approved by the Great Basin Operations Committee at the end of the team selection meeting.
9. Nothing in this plan or in Zone plans will prohibit individuals committed to teams from responding to incidents within their local area, provided they respond to the normal team call-up, except in cases of extreme emergencies.

Team Member Recruitment and Nomination Process Guidelines:

Early September: A recruitment notice will also be sent out for Incident Commanders with a due date of Mid Oct.

October 1: IC's will provide status of trainees.

Mid October: Coordination Center Managers send out a nomination letter to the agencies within their area.

Early November: GB Ops will forward IC recommendations to the GBCG for approval.

Mid January: Nominations due to Coordination Centers from Agency Representatives. List of verified nominees and forms to Committee and IC's and posted on GACC web sites.

Early February: GBOC/Zone's and IC's select team members.

After Selection Meeting: IC's notify team members of selection.

Early April: Annual Team Meeting.

Team members who move to a new job within the Great Basin will need to submit a new nomination form with new supervisor approval. This does **not** start a new 3-year commitment.

Team members who move to a new job outside the Great Basin need to reapply. This does **not** start a new 3-year commitment.

D. Tracking of Team Members

1. Local dispatch offices will track individual's training and qualifications.

E. Mobilization

1. The Great Basin Mobilization Guide identifies current mobilization procedures and responsibilities.
2. On-call teams are required to be available for mobilization within two hours during the designated call-out period. The next available Type 1 team in rotation is required to be available within eight hours. The Coordination Centers will establish procedures to assure prompt notification and mobilization of teams.

F. Team Configurations

1. The Great Basin Type 1 and 2 Long Team configuration will follow the National standard, plus the additional positions authorized within the Great Basin. (See Page 6)
2. Long Team configuration will be the Great Basin standard, unless a requesting unit specifically requests a short team. (See Page 6)
3. All Fire Use Management Teams will be configured to National Standards as defined in the Interagency Fire Use Management Team Operating Guide, plus the additional positions authorized within the Great Basin. (See Page 6)

G. Trainees

1. All trainees will be placed on teams to maximize the opportunity to get as many trainees out on assignments within the Great Basin. When teams leave the Great Basin they will adhere to the national policy on trainees assigned to teams or negotiate with the receiving unit.

-  2. Agency trainees from outside the Geographic Area will only be considered with a justification to the GBOC. Generally, AD trainees from outside the Geographic Area will not be considered.
- 3. Trainees are not permanent team members. Upon fulfilling on-the-job requirements/task books, assigned trainees should be replaced. The trainee program is to enable the trainee to perform the job under supervision of a qualified individual who can work with the trainee to build confidence and increase skill levels.
- 4. The team will notify the home unit FMO (or training officer) upon training completed with assigned trainees. This will include appropriate supporting documentation. The home unit will notify the appropriate interagency dispatch center of a qualification change, if any, in a timely manner.
- 5. Teams will provide to the GBOC a summary of trainees and their status for the fall meeting.

H. Team Rotation and Assignment (See Great Basin Mob Guide 63.1.2.2 and 63.1.3.1)

- 1. Type 1 teams are available year-round. NICC will establish the national team rotation schedule and guidelines and post it to the NICC website. The "Rocky Basin" team rotation and guidelines will be published in the Great Basin Mobilization Guide (Chapter 60) and posted on the GBCC websites.

Team Rosters will begin on the next team rotation after the team selection meeting.

Once a Type 1 team has been mobilized, the next team on rotation will fill for the remainder of that call-out period. They will remain in rotation through their regularly scheduled rotation so that the rotation remains the same. Once a team is mobilized or if a team is unavailable, the next team in order of rotation will assume their position until they are mobilized or the rotation period ends. If a team is released to their home unit, has time left in the rotation and are available, they will enter the rotation in the last position.

- 2. Type 2 teams will normally be on-call from May until October. The Coordination Centers will publish rotation schedules and call-up guidelines. Agencies with needs to expand the rotation period for these teams should make this request to the Coordinating Group prior to the last rotation.

-  If all Type 2 teams in a rotation are mobilized, additional orders for Type 2 Incident Management Teams will be placed at NICC. During periods of high activity, Great Basin Type 2 teams can be activated a **maximum** of three days prior to the scheduled call out period, with concurrence of the GBCG and IC's. This policy is in place to mitigate team member fatigue and maintain the support of management.

-  3. Fire Use Management Teams will normally be on call from May to October on both a National and Great Basin rotation. The Coordination Centers will publish rotation schedules and call-up guidelines.

I. Team Continuity and Commitment

- 1. Commitment to all Incident Management Teams shall be for three years per position. Upon completion of the three-year commitment team members will need to reapply if interested and available.
- 2. Generally, only actual vacancies will be filled annually so team members with less than three years on a team need not re-apply during the yearly nomination process.
- 3. Factors such as number of assignments, team turnover, and opportunities for serving in other capacities may influence retention. Retention on a team will be based on observed performance and documented evaluation.

4. When an Incident Commander vacates the position outside of the normal selection period the team will be kept intact. The Deputy/Alternate Incident Commander will become the new Incident Commander until a formal selection process can be initiated. Upon selection of a new Incident Commander, a formal review of the existing team will take place between the IC, Chair of Coordinating Group and the Great Basin Operations Committee.

5. When an IC changes, all of the members of that team must reapply for the next fire season. This allows the new IC the opportunity to form a new core team.

J. Substitutes of Assigned Team Members for Each Call Up Period

1. The Deputy Incident Commander can take the Type 1 team out, but must have prior approval by the appropriate Geographic Coordination Group and Great Basin MAC.

2. The Great Basin Operations committee will develop a prioritized list of acceptable IC substitutes for Type 2 and Fire Use teams for the appropriate Coordination Centers by May 1. Type 2 teams will be mobilized with the Deputy IC or alternate/substitute IC's, with no geographic restrictions, as long as other national or area substitution criteria is met.

3. Substitution of Type 2 Command and General Staff positions prior to mobilization will not be considered as a vacancy. If there are more than 2 vacancies in the Command and General Staff at the time of dispatch, the team will not be available and stood down.

4. Type 1 Teams will follow the National Mob Guide.

K. Replacement of Assigned Team Members

1. Incident Commanders may select a replacement of an assigned team member for the remainder of the year until the next selection. When a person is selected as a substitute for the remainder of the year, a nomination needs to be completed.

2. Incident Commanders may initiate removal action for team members missing more than three call-up periods or call-outs during a year, without a valid reason. The Team Incident Commander will draft a letter from the Operations Committee chair to inform the individual and his or her supervisor and agency administrator of the action.

L. Incident Close Out

1. The team will work with the agency administrator to provide an agenda and time frames for the closeout to the dispatch center. An incident close out should not be open to the public and may include members from the following units:

- Agency Administrator(s) and Land Manager(s)
- Expanded Dispatch and Center Manager or ECC Representative
- Appropriate GACC's
- Buying Team
- Local Administrator (AO, procurement)
- Great Basin/Zone Cache
- Area Command
- MAC Group
- National Weather Service
- Incident Business Advisor
- Local Fire Management Officer

National Incident Management Team Configurations

NIMO / Type 1 / Type 2 Short Team Configuration (Total of 10 positions)

ICT1 / ICT2	Incident Commander Type 1 / Type 2
DPIC	Deputy Incident Commander
SOF1 / SOF2	Safety Officer Type 1 / Type 2
PIO1 / PIO2	Public Information Officer Type 1 / Type 2
OSC1 / OSC2	Operations Section Chief Type 1 / Type 2 (2 each)
AOBD	Air Operations Branch Director
PSC1 / PSC2	Planning Section Chief Type 1 / Type 2
LSC1 / LSC2	Logistics Section Chief Type 1 / Type 2
FSC1 / FSC2	Finance Section Chief Type 1 / Type 2

NIMO / Type 1 / Type 2 Long Term Configuration (Total of 27 positions)

DIVS	Division/Group Supervisor* (4 each)
ASGS	Air Support Group Supervisor
ATGS	Air Tactical Group Supervisor
SITL	Situation Unit Leader
RESL	Resources Unit Leader* (2 each)
FBAN	Fire Behavior Analyst
COML	Communications Unit Leader
SPUL	Supply Unit Leader
FACL	Facilities Unit Leader
GSUL	Ground Support Unit Leader
TIME	Time Unit Leader
COMP	Comp/Claims Unit Leader
PROC	Procurement Unit Leader

Due to the nature of incidents that NIMO teams will be assigned to, team configuration will be negotiated by NMAC, the NIMO Coordinator, NIMO Incident Commander, and the requesting unit, up to the maximum number of positions. To increase personnel capacity and capability, trainees, apprentices, and/or technical specialists may be ordered for any or all positions.

In addition to the 27 positions identified on the Long Team configuration, Interagency Incident Management Teams may have a maximum of seventeen (17) positions to be negotiated and concurred on by the Incident Commander and the Agency Administrator from the requesting unit. As well, they may bring an additional six (6) trainee positions and six (6) S420/520 command and general staff mentorees. These positions are identified by the Interagency Incident Management Teams and not by the receiving unit. Unless notified otherwise, these trainees will be mobilized for incidents on Federal lands.

Fire Use Management Team Configuration (Total of 7 positions)

ICT2	Incident Commander Type 2
SOF2	Safety Officer Type 2
PIO2	Public Information Officer Type 2
OSC2	Operations Section Chief Type 2
PSC2	Planning Section Chief Type 2
LSC2	Logistics Section Chief Type 2
LTAN	Long Term Fire Behavior Analyst

In addition to the above, three positions to be determined after discussion with ordering unit. At least one (1) member of each Interagency Fire Use Management Team will be qualified as a Fire Use Manager Type 1.